

EMPLOYMENT – Please list employment in descending order (most recent to least recent)

Name: Address: Supervisor: Phone:	Dates Employed: From – To –	Position: Duties:
Name: Address: Supervisor: Phone:	Dates Employed: From – To –	Position: Duties:
Name: Address: Supervisor: Phone:	Dates Employed: From – To –	Position: Duties:
Name: Address: Supervisor: Phone:	Dates Employed: From – To –	Position: Duties:

May we contact your present and/or your former employers? Yes No

What position are you applying for? _____

Are you able to perform the essential functions of the position with or without accommodation? Yes No

Are you legally eligible for employment in the United States? Yes No

If necessary for the job, are you able to work overtime or serve on call? Yes No

If you are offered a position with the PUD, after how many days will you be able to report to work? _____ days

If you are applying for a position where you will be expected to drive on duty, do you have, or can you obtain, a valid Washington State Driver’s License?

Yes No Not Applicable

.....
Please list four references unrelated to you (include employers, supervisors, coworkers, business associates, etc.).

Name	Occupation	Address	Contact Number

SKILLS AND QUALIFICATIONS

Please indicate if you have any of the qualifications/certifications listed below.

First aid/CPR Certification? Yes No If yes, expiration date: _____

Class A CDL Driver’s License? Yes No If yes, expiration date: _____

Waterworks Operator Certifications? Yes No

Cross Connection Control Certification? Yes No

If yes to the above question, please list license number(s), designation, and level achieved: _____

Clerical/Office Experience

Please list the names of the computer software programs in which you are proficient.			
Please list any experience you may have in cashiering, customer service, and records management capacities.			
Please list any experience you may have in bookkeeping or accounting capacities.			
How many WPM are you able to type?		Are you proficient with a ten-key calculator? (yes or no)	

Professional/Technical Experience

Please list any experience you may have in a managerial capacity, which includes the supervision of employees.			
Please list any technical experience you may have related to engineering, surveying, electronics, computer networking/programming, telecommunications, etc. Please include how many years of experience you have.			

Craft/Maintenance Experience

Please list any craft and/or maintenance experience you may have related to water system treatment, pump and water system maintenance, telemetry, and labor work such as landscaping, meter reading, mechanics, equipment operation, etc. Please include how many years of experience you have.			
---	--	--	--

Please list any experience you may have with specific equipment or machinery (e.g., backhoe/front end loaders, vactors, trenchers, forklifts, cranes, calibration equipment, welders, etc.)	
---	--

Please list any specific training you have completed that isn't already listed on this page or the previous page.

Please list any special qualifications or skills that you believe would help you succeed in this position.

.....

To the best of my knowledge, the information herein is true and complete. If necessary for employment, I agree to provide my birth certificate or other proof of authorization to work in the United States. I understand that I may be required to have a physical examination as a part of the hiring process. I further understand that I may be tested for the presence of drugs as part of the pre-employment screening if I am applying for a safety sensitive position or one which requires a Commercial Driver License. I authorize investigation of all statements in this application. I understand that providing false information on this application is grounds for disqualification and/or dismissal. I understand that nothing in this application or my communications with any Thurston PUD official is intended to create an employment contract between Thurston PUD and me.

Signature of Applicant

Date

.....

Please return this application along with any supporting documents (if required) to Public Utility District No. 1 of Thurston County (Thurston PUD) at:

Thurston PUD
1230 Ruddell Road SE
Lacey, WA 98503
Fax: (360) 357-1172
Email: HR@thurstonpud.org

Reset Form